



Sharing your HEAR



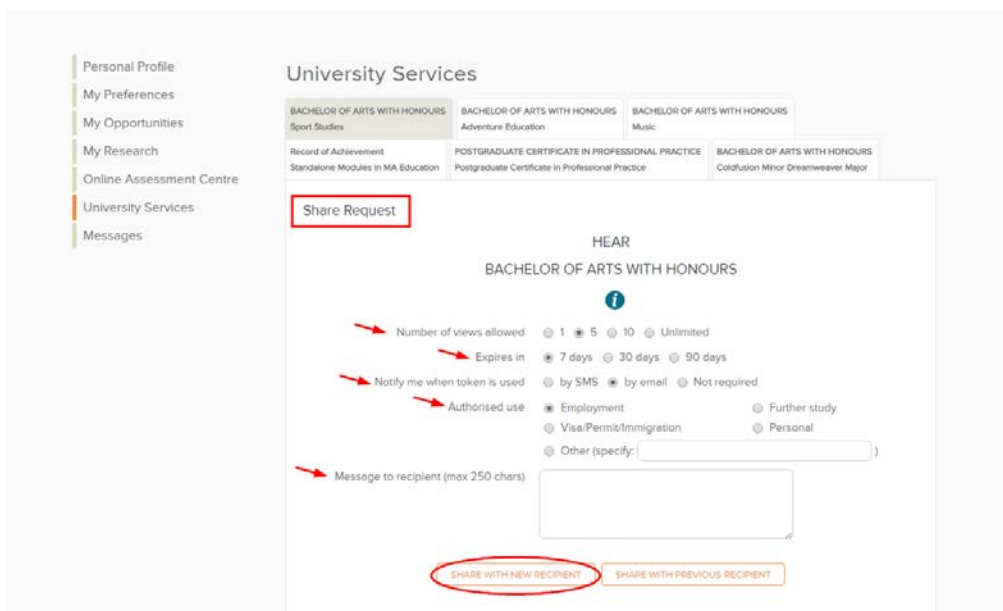
You will be able to share your HEAR electronically via a 'token' system with potential employers, immigration services, prospective other education institutions etc.

To do this select the **Share my HEAR** icon on the University Services page.



Share my HEAR

This will take you into the 'Share Request' screen:



University Services

BACHELOR OF ARTS WITH HONOURS Sport Studies

BACHELOR OF ARTS WITH HONOURS Adventure Education

BACHELOR OF ARTS WITH HONOURS Music

Record of Achievement

POSTGRADUATE CERTIFICATE IN PROFESSIONAL PRACTICE

BACHELOR OF ARTS WITH HONOURS

Standalone Modules in MA Education

Postgraduate Certificate in Professional Practice

Cofusion Minor Dreamweaver Major

Share Request

HEAR

BACHELOR OF ARTS WITH HONOURS

Number of views allowed 1 5 10 Unlimited

Expires in 7 days 30 days 90 days

Notify me when token is used by SMS by email Not required

Authorised use Employment Further study

Visa/Permit/Immigration Personal

Other (specify: _____)

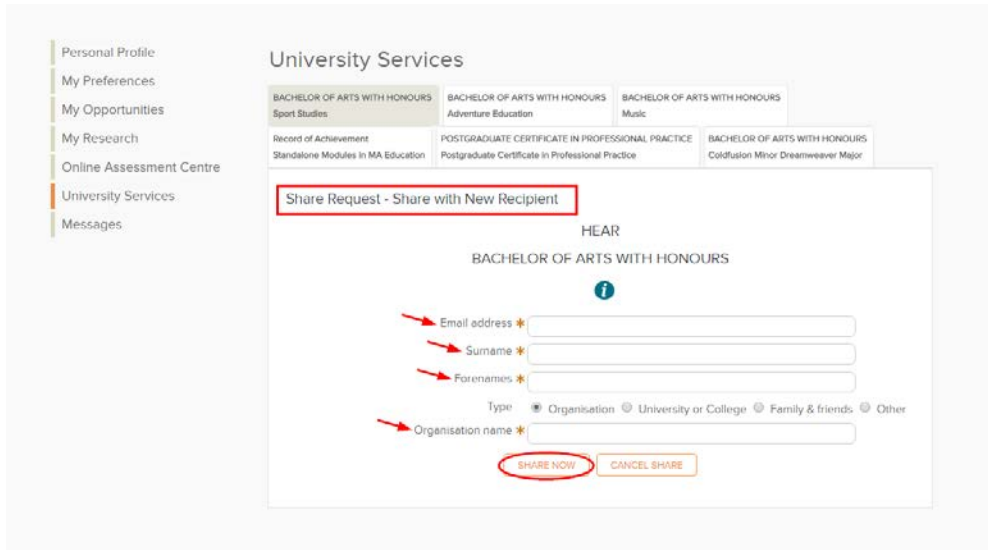
Message to recipient (max 250 chars)

SHARE WITH NEW RECIPIENT

SHARE WITH PREVIOUS RECIPIENT

1. Select a radio button to indicate the number of HEAR views the user of the token will be permitted.
2. Select a radio button to indicate the period of time the user will have to view your HEAR.
3. Select a radio button to indicate if you would like to be notified when the token is used and by what means.
4. Select the category of authorised use for the token
5. Include any message you would like to send to the recipient
6. Click on Share with New Recipient button

This will take you to the 'Share Request - Share with New Recipient' screen.



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BACHELOR OF ARTS WITH HONOURS Coldfusion Minor Dreamweaver Major

Share Request - Share with New Recipient

HEAR

BACHELOR OF ARTS WITH HONOURS

Email address *

Surname *

Forenames *

Type: Organisation University or College Family & friends Other

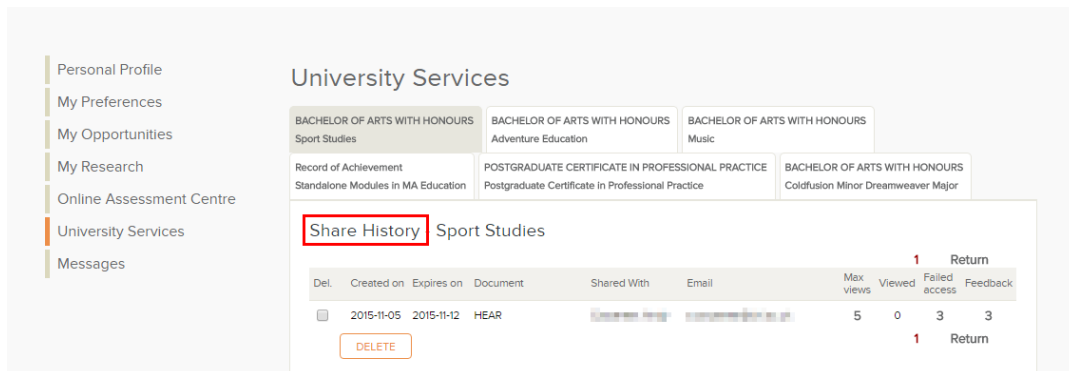
Organisation name *

SHARE NOW CANCEL SHARE

1. Enter the: email address, surname, forename and organisation name of the new recipient.
2. When you select Share Now this token will be automatically sent to the recipient.

You will be able to access a share history via the **View share history** icon on the University Services page.

The share history will show who you have shared your **HEAR** with.



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Share History Sport Studies

Del.	Created on	Expires on	Document	Shared With	Email	Max views	Viewed	Failed access	Feedback
<input type="checkbox"/>	2015-11-05	2015-11-12	HEAR	[Redacted]	[Redacted]	5	0	3	3
								1	Return

DELETE